



City of Austin - JOB DESCRIPTION



Assistant City Manager Executive Assistant

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10078	Salary Grade:	BB8
Approved:	October 12, 1998	Last Revised:	July 19, 2012

Purpose:

Under the direction of an Assistant City Manager, This position provides executive level staff support to the Assistant City Managers.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Monitors City and departmental issues and projects.
2. Prepares correspondence, edits and summarizes reports; memos and letters.
3. Acts as liaison between the Assistant City Manager's office and Departments.
Assigns, monitors or prepares responses to management or Assistant City Manager's requests for information.
4. Reviews City Council agenda items.
5. Attends Council meetings and work sessions.
6. Facilitates the day to-day issues requiring the flow of information among various groups, (i.e. community, political), etc.
7. Represents Assistant City Manager at meetings involving boards and commissions.
8. Coordinates, issues and events and other activities or projects with other city executives, and staff members.

Responsibilities - Supervisor and/or Leadership Exercised:

- May lead or train others

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of the functions and organization of municipal government, to include the relationships between departments, divisions, and agencies.
- Knowledge of city practice, policy and procedures.
- Knowledge of supervisory or management techniques and principles.
- Skill in handling multiple tasks and prioritizing.
- Skill in data analysis and problem solving.
- Skill in using computers and related software.
- Skill in oral and written communications.
- Skill in planning and organizing.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to interpret policies, and guidelines as they relate to municipal government.
- Ability to train others.
- Ability to exercise discretion in confidential matters
- Ability to resolve problems or situations requiring the exercise of good judgment.
- Ability to lead and train others.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

- Graduation from an accredited four (4) year college or university with major coursework in Business or Public Administration, plus five (5) years of experience in a professional/administrative capacity.
- Education or experience may substitute up to the maximum of four (4) years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.